

**STATE OF MONTANA
OFFICE OF THE STATE PUBLIC DEFENDER
HOW DO I GET PAID? TEN EASY STEPS**

1. If you are presently working within the existing Public Defender system, and will be invoicing for any services that crossover from June 2006 to July 2006, you will need to make sure that all work prior to July 1st be submitted the same as you have in the past. We will pay for services and costs incurred after June 30, 2006.
2. You must be set up in the state vendor system. If you have provided services to the State of Montana in the past then you will already have a unique vendor number. We have access to that number as well, but if you include that with your invoicing it reduces the likelihood of errors in processing your warrant. If you are unsure, please call Sandy @ 406-496-6089 and she can provide you your number. If you are new to the system we will need you to complete the W-9 attached, and fax that back to the attention of Accounting @ 406-496-6098. We will set you up.
3. The State Public Defender's office is broken into Eleven Regions, and one Central Office. While payment will be issued out of the Central Office in Butte, all initial service requests, pre-approvals and invoice review will be handled at the regional level <http://www.publicdefender.mt.gov/map.asp>
4. Each Region has a Regional Deputy Public Defender. Each Office has a Managing Attorney and an Office Manager. If you anticipate your services and/or costs to exceed \$500.00, you will need pre-approval from the Regional Deputy Attorney.
5. **Service providers(non-client related services and general operating expenses)**
These services and costs do not require a cover claim form. Please just submit your invoice directly to the applicable region for review.
6. **Contract/Conflict Attorneys and other Professional Services-** Provide a daily log and summarize the same on the Contracted Attorney Summary Claim Form. Always include both the client name and the OPD client numbers on the form.
7. Always attach receipts for all costs claimed, or a travel claim form for all travel.
8. Your invoices must be submitted no later than the 10th of the month following the month of service. Submit your claim in a timely manner, directly to the Regional office in which the service was provided.
9. Your invoice will then be reviewed, approved, and submitted to the Central Office for payment. We will turn those around as expediently as possible.
10. Initially, the regional offices will not have access to the State Accounts Payable and Voucher system. If a payment seems late (30 days or more), and your Regional contact has sent in your invoice, please feel free to contact the Central Office to determine if your voucher has been entered yet, and/or payment issued.

Please feel free to call Sandra Law @ 406-496-6089 or email slaw@mt.gov with any questions or concerns or assistance.

See below for general guidelines and forms